

Section I – Career Search

Assessing Interests & Abilities

WHAT DO I WANT TO DO WITH THE REST OF MY LIFE?

If you are choosing a career or beginning the job search, you've most likely asked yourself: "What do I want to do with the rest of my life?" You have probably found that there are no easy answers to that question. First, there are so many types of jobs; how do you know which careers and jobs are out there for you? Second, you must pick a career that is "right" for you. You don't want to find yourself doing a job you don't like.

Some answers to the questions you are asking yourself can be found on the following pages. In this section, you will find advice on where to begin a job search, how to write resumes, how to complete a job application form, what to do in an interview, and how to handle rejection.

KNOW YOURSELF

Self-appraisal is a process of gathering information about yourself. Recognizing your goals, abilities, interests, skills, experience, and education will point you in the right direction. Satisfaction and success on the job will greatly depend on how well your skills and abilities match the job. Some self-appraisal is important to anyone looking for a job, but for a student, a homemaker or retiree returning to the workforce, or someone considering a career change, self-appraisal is vital.

Everyone possesses hundreds of skills, whether or not they use them everyday. Almost everything requires some abilities, whether at home, on the job, or even during leisure time. Although we rarely think about the skills we have, how we use them, or which ones we enjoy the most, all are important to how we plan our careers.

Write a list of your skills and abilities so you know what you have to offer an employer. You may want to begin thinking about yourself by asking a few simple questions.

- **Interests**

Do you like to work with people, numbers, or objects? Do you like directing or organizing? Are you scientific or technical? Do you like detail work?

- **Aptitudes** (*physical and mental skills*)

Do you have good verbal skills, spatial perception, or manual dexterity? Do you have any special talents or aptitudes?

- **Temperament**

Do you like to work under stress (things that cause you to worry or make you feel bad)?

- **Education**

What jobs have you held in the past? What did you like or dislike about each? What equipment can you operate? Have you ever done any volunteer work? Have you had responsibilities in any clubs or organizations?

- **Working Conditions**

Could you work in a noisy atmosphere? Could you work in a job where risk or injury is possible? Do you prefer to sit or stand? Do you prefer working indoors or outdoors? Which physical or mental skills of a job would you be able to handle?

- **Hours of Work/Pay**

How much money would you like to earn? Are you willing to travel? Are you willing to work various shifts? Are you willing to work weekends, nights, or overtime?

Remember

You have plenty of time
to explore different options
and to change your mind.
Don't narrow your career scope
too early. Instead, pick a general
career field such as office work,
computers, or electronics.
You can always make specific
occupational choices later on.

Section I – Career Search

Assessing Interests & Abilities (cont.)

The following seven exercises are designed to help you compare your interests and skills with types of job characteristics. You should explore every fact possible to better match your interests and abilities with an occupation.

Information to help you with the exercises is provided on the following pages. In some cases, it is suggested you seek help from knowledgeable individuals in business and industry. Remember, an occupation usually refers to a general area of employment and may include many specific jobs or tasks. You

will likely change jobs many times within an occupation, and you may change occupations during your lifetime. All jobs in an occupation are not alike, so don't eliminate an occupation because of a single job characteristic. You should check further into the occupation, either through reading, talking to a counselor, or better still, talking to someone working at that job.

A Note of Caution

The following exercises and charts can be helpful in organizing occupational information, but are intended only as general exploratory tools.

EXERCISE 1: LIFE CIRCUMSTANCES

A. List five activities you would like to do.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

B. What are your hobbies and special interests?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

C. Now list jobs related to your hobbies or interests.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

D. Are you changing your choice of work? Why?

- _____
- _____

E. If you are employed, what don't you like about your present job?

- _____
- _____

F. List five jobs that you can see yourself doing now or in the future.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

G. Are you limited in any way by your current status or condition, such as a disability or lack of transportation? What are some ways to overcome these?

- _____
- _____
- _____

Section I – Career Search

Assessing Interests & Abilities (cont.)

EXERCISE 2: EDUCATION

List all of the schools you have attended, dates, courses of study, and degrees received. If you have not completed your education, write your plans and how you will finance continued education or training.

Training or Education	Dates	Degrees
-----------------------	-------	---------

- | | | |
|---|--|--|
| 1. High School or GED | | |
| For what jobs has this training prepared you? | | |
| | | |
| | | |
| 2. Community or Technical College | | |
| For what jobs has this training prepared you? | | |
| | | |
| | | |
| 3. University | | |
| For what jobs has this training prepared you? | | |
| | | |
| | | |
| 4. Private Career School | | |
| For what jobs has this training prepared you? | | |
| | | |
| | | |

Other Training

List special training you have received—dates, places, and skills you obtained them. Include business and trade schools, correspondence courses, military training, or special courses you completed through your employer.

EXERCISE 3: WORK EXPERIENCE

Make a work sheet like this for each of the jobs you have held, including part-time or volunteer work.

Employer's Name
Employer's Address
Supervisor's Name
Dates Worked from
to
Reason You Left Job
Equipment/Machines/Vehicles You Operated
Title of Job Held
Tasks You Performed
1.
2.
3.
4.
5.
Now, prioritize each task (high, medium, low, etc.) to determine how satisfying the job was to do. Would you like another job like this one?
1.
2.
3.
4.
5.

Section I – Career Search

Assessing Interests & Abilities (cont.)

EXERCISE 4: CAREER INTEREST AREAS

This activity helps you match your interests with types of careers. For each of the 109 items below, circle the letter of the activity you would rather do. It doesn't matter if you like both of them a lot or dislike both of them a lot; just pick the one you would rather do, and circle that letter.

- | | | |
|---|---|--|
| 1. A. Write a novel
B. Study the causes of earthquakes | 15. L. Construct a wall
G. Manage an investment portfolio | 28. E. Drive a truck
D. Analyze handwriting |
| 2. C. Plant and harvest crops
S. Drive a bus | 16. N. Tutor students
R. Work at a zoo | 29. B. Test guns used in crimes
F. Run a factory sewing machine |
| 3. E. Measure and grade logs
F. Run a machine | 17. J. Take care of children
P. Plan special diets | 30. G. Use a calculator
R. Train racehorses |
| 4. G. Work in an office
H. Sell something door-to-door | 18. M. Lift weights competitively
Q. Design a website | 31. D. Work as a security guard
H. Work in a department store |
| 5. I. Cut and style hair
J. Help someone just out of prison find a job | 19. A. Paint a landscape
K. Supervise police officers | 32. J. Feed the hungry
M. Recruit baseball players |
| 6. K. Write a policy manual
J. Be a professional athlete | 20. C. Mow lawns at a golf course
B. Study better ways of processing food | 33. P. Help people at a mental health clinic
L. Remodel old houses |
| 7. L. Design a freeway
N. Conduct a field trip for students | 21. H. Sell clothes
E. Fix a car | 34. N. Teach aerobics
D. Direct the landing and taking off of planes |
| 8. O. Balance a checkbook
P. Take an x-ray | 22. F. Check products to make sure they were made right
G. Be in charge of clerks in an office | 35. I. Trim beards
K. Collect back taxes |
| 9. Q. Write a computer program
R. Train animals | 23. I. Work as a restaurant host or hostess
M. Coach basketball | 36. O. Plan estate disbursement
Q. Enter data |
| 10. C. Be in charge of replanting forests
A. Produce a film | 24. J. Work with the blind or deaf
Q. Manage an information system | 37. A. Take pictures for a magazine
E. Assemble toys following written instructions |
| 11. B. Solve pollution problems
D. Solve a burglary | 25. K. Represent others and their interests
P. Provide hygiene care of the elderly | 38. B. Figure out why someone is sick
S. Fly an airplane |
| 12. E. Build an airport
G. Keep business records for a company | 26. L. Plan a shopping mall
Q. Set up a tracking system | 39. C. Manage a bulb farm
H. Sell cars |
| 13. F. Put small tools together
H. Sell radio advertising | 27. O. Broker insurance
N. File books at the library | 40. I. Work as a flight attendant
D. Fight fires |

Section I – Career Search

Assessing Interests & Abilities (cont.)

EXERCISE 4: CAREER INTEREST AREAS (cont.)

- | | | |
|--|---|--|
| 41. G. Keep payroll records for a company
J. Work in a nursing home | 55. G. Copy and FAX information
L. Draft a blueprint | 69. E. Fix a television set
M. Run a tennis camp |
| 42. G. Hire new staff
M. Act in a television series | 56. N. Assess student progress
L. Design an airplane | 70. F. Fix controls in an airplane
J. Help a friend with a personal problem |
| 43. O. Work in a bank
I. Manage a soccer tournament | 57. O. Refinance a mortgage
G. Control inventory records | 71. M. Do stunts for movies
G. Answer and direct phone calls |
| 44. S. Drive a taxi
M. Be a news commentator | 58. P. Wrap a sprained ankle
I. Guide a tour of the state capitol | 72. S. Pack boxes at a warehouse
A. Teach dancing |
| 45. K. Work for the IRS
B. Sort and date dinosaur bones | 59. Q. Work on solving technical problems
J. Be a minister | 73. P. Teach exercise classes
B. Study soil conditions |
| 46. P. Give shots
C. Design landscaping | 60. R. Manage a veterinary clinic
K. Lead others | 74. O. Play the stock market
C. Harvest grapes |
| 47. Q. Provide technical support for computer users
D. Work in a courtroom | 61. E. Operate heavy equipment
R. Manage a fish hatchery | 75. N. Grade papers
S. Be a railroad engineer |
| 48. G. Monitor warehouse inventory
E. Develop new quality testing methods | 62. F. Assemble cars
K. Enforce fish and game laws | 76. L. Order building supplies
E. Paint tractors |
| 49. R. Care for injured animals
I. Serve meals to customers | 63. S. Drive a limousine
B. Check conditions at a fast-food restaurant | 77. Q. Develop new computer games
H. Appraise houses for sale |
| 50. D. Give traffic tickets
J. Help patients exercise injured arms and legs | 64. J. Help the disabled
H. Help a customer decide what gift to buy | 78. J. Help people in a hospital
A. Dance in a ballet |
| 51. L. Bulldoze land for a new home
A. Write for a newspaper | 65. A. Play an instrument
J. Carry baggage | 79. K. Work to get someone elected
C. Identify plants in a forest |
| 52. L. Build kitchen cabinets
M. Work for a circus | 66. B. Do experiments with plants and animals
I. Make tee times at a golf course | 80. D. Referee a wrestling match
C. Boss a logging crew |
| 53. H. Work for an auctioneer
A. Sing in a concert | 67. C. Plant and trim trees
J. Take care of children at a day care center | 81. D. Guard inmates in a prison
L. Read blueprints |
| 54. G. Operate a cash register
B. Collect rocks | 68. D. Guard money in an armored car
B. Study why people do the things they do | 82. I. Serve drinks at a concession stand
F. Work in a machine shop |
| | | 83. H. Line up concerts for a band
K. Ask people questions for a survey |

Section I – Career Search

Assessing Interests & Abilities (cont.)

EXERCISE 4: CAREER INTEREST AREAS (cont.)

- | | |
|---|--|
| 84. E. Manage a factory
P. Work as a nurse in a hospital | 99. D. Work on a rescue squad
L. Manage a construction project |
| 85. A. Paint a portrait
K. Testify before Congress | 100. L. Build boats
O. Work at a collection agency |
| 86. B. Work with a microscope
Q. Shop the Internet | 101. P. Deliver babies
M. Recite poetry |
| 87. C. Classify plants
P. Transcribe medical records | 102. Q. Repair computers
D. Practice law |
| 88. F. Install rivets
R. Raise worms | 103. S. Read meters
F. Work in a cannery |
| 89. O. Balance accounts
N. Develop learning games | 104. M. Coach a school sports team
A. Model for an artist or photographer |
| 90. H. Stock shelves
L. Install plumbing | 105. R. Hunt
K. Check buildings for fire hazards |
| 91. A. Design jewelry
P. Develop and monitor weight loss plans | 106. H. Sell sporting goods
I. Collect tickets at a play |
| 92. P. Hypnotize patients
J. Read to sick people | 107. B. Conduct experiments to find new metals
O. Be a bank teller |
| 93. F. Compare sizes and shapes of objects
R. Fish | 108. G. Serve as president of a company
O. Sell computers |
| 94. S. Collect recycled material
K. Deliver mail | 109. L. Drill wells
D. Make an arrest |
| 95. N. Teach Special Education
F. Put together toys following written instructions | |
| 96. G. Type letters
H. Sell used cars | |
| 97. S. Distribute supplies to dentists
M. Compete in a sports event | |
| 98. I. Be a concierge at a large hotel
N. Teach reading to adults | |

Section I – Career Search

Assessing Interests & Abilities (cont.)

EXERCISE 5: CAREER EVALUATION

Step 1: Go back through the survey in Exercise 4 and look at the letters you circled for each answer. Record your choices on the chart to the right by filling in a block for each of the questions. You will be creating your own vertical bar chart that will show your highest and lowest career interests.

Example: If you circled B for #1, fill in the bottom square in the B column. If you circled S for #2, fill in the bottom block (row 1) in the S column. Working from the bottom, fill in one block for each answer until you have built vertical towers for each Career Interest Area.

Step 2: Look at the vertical columns on the chart. The highest column is your top Career Interest Area. List your top two Career Interest letters on the lines below. If you have a tie, list three.

Step 3: Read the description of your top career interest area on page 8. Do these descriptions sound like something you would like to do in the future?

Step 4: After reading these descriptions, record your top Career Area in Exercise 6.

EXERCISE 6: CAREER EXPLORATION

Write the name of your top Career Cluster below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	U	R	S
14																				
13																				
12																				
11																				
10																				
9																				
8																				
7																				
6																				
5																				
4																				
3																				
2																				
1																				

Step 1: Go to the occupation index on the next page. The occupations are grouped by Career Area. Look at the occupations listed under the Career Area you wrote in the previous column. Choose three occupations you would like to explore further. List those occupations here.

If you don't see occupations that interest you in the Career Area list above, write in the Career Area with the second highest vertical tower in your graph above and look at occupations in that Career Area.

Section I – Career Search

Assessing Interests & Abilities (cont.)

CAREER INTEREST AREAS

Listed below are 16 career areas and the Career Interest Areas related to each career area. Some will relate to more than one career area, so look at all career areas for your Career Interest Areas.

Agriculture & Natural Resources

- C. Plants:** Interest in activities involving plants and animals; usually in an outdoor setting.
- R. Animals:** Interest in activities involving the training, raising, feeding, and caring for animals.

Architecture & Construction

- L. Designing and Building:** Interest in designing, planning, managing, buildings, and maintaining physical structures.

Arts, Audio-Video Technology & Communications

- A. Artistic:** Interest in creative expression of feelings and ideas.
- M. Physical Performing:** Interest in activities performed before an audience.

Business Administration

- G. Business Detail:** Interest in organized, clearly defined activities requiring accuracy and attention to detail, primarily in an office setting.

Education & Training

- N. Teaching:** Interest in planning, managing, and teaching, including support services, library services, and information services.

Finance

- O. Banking, Investments, and Insurance:** Interest in planning, management, and providing financial services.

Government & Public Administration

- K. Leading-Influencing:** Interest in leading through high-level verbal, written, or numerical activities.

Health Science

- P. Care and Prevention:** Interest in the diagnosis, therapy, treatment, health care services, and researching and developing new health care services.

Hospitality & Tourism

- I. Accommodating:** Interest in catering to others wishes, usually one-on-one.

Human Services

- J. Humanitarian:** Interest in helping others with their mental, spiritual, social, physical, or vocational needs.

Information Technology

- Q. Networks, Hardware, and Software:** Interest in the planning and development of network systems, programming, technical support services, and interactive media services.

Law & Public Safety

- D. Protective:** Interest in the use of authority to protect people and property.

Manufacturing

- E. Mechanical:** Interest in applying mechanical principles to practical situations using machines, hand tools, or techniques.
- F. Industrial:** Interest in often repetitive, organized activities in industrial settings.

Retail/Wholesale Sales & Service

- H. Selling:** Interest in persuading others using sales and promotion techniques.

Scientific Research & Engineering

- B. Scientific:** Interest in discovering, collecting, and analyzing information about the natural world and in applying scientific research findings to problems in medicine, life sciences, and natural sciences.

Transportation, Distribution & Logistics

- S. Supply and Demand:** Interest in the movement of people, products, and services.

Assessing Interests & Abilities (cont.)

Answering Some Final Questions

List Occupation Titles From Exercise 6

- [illegible]

5. What are the physical requirements for this job?
6. Can I meet all the physical requirements?
7. Does this job require a license?
8. Can I qualify for a license?
9. Do I need to be bonded for this job?
10. Can I meet all the bonding requirements?

11. Where is the training offered?
12. How long does the training last?
13. When can I start?
14. Is there a waiting list?
15. Is training available elsewhere sooner?
16. What do I do while waiting for a class?
17. Can training be provided on the job?
18. Others options?

19. How much will tuition cost?
Books, etc?
Supplies?
Board?
Room?
Transportation?
20. Are grants, scholarships, or loans available?
21. Can my spouse, parents, or others help with expenses?
22. Can I work part- or full-time?

? Question 22 Only you and your circumstances can tell.

Section I – Career Search

WOIS — An Information Service for the Undecided

If you are undecided about your career choice because you need more information, WOIS/The Career Information System can answer your questions about qualifications, salaries, job security, labor markets, training opportunities, or transferring skills from one field to another or from military to civilian life.

WOIS, a private nonprofit organization, collects information on occupations, educational programs, and postsecondary schools in Washington State. The WOIS system allows readers to quickly locate a single fact or to explore an option at length.

Occupations described in the following tables include a WOIS code number, which will help you quickly obtain additional information on an occupation within the WOIS system.

FACTS ON OCCUPATIONS

Understanding the differences between closely related fields (such as word processing machine operator and data entry operator) can be confusing. WOIS describes a variety of fields and gives the reader important facts to help determine which field is the best match. Information is collected on more than 330 occupations in the state and is verified by people actually working in the occupations described.

Besides describing wages, job outlook, and working conditions, WOIS includes details often not found elsewhere; whether overtime is required or voluntary, if workers have to pay for their tools or uniforms, or where jobs are most likely to be advertised.

FACTS ON SCHOOLS

If you want facts on costs, deadlines, contact people, or special services, you can save time by checking WOIS first. WOIS describes all accredited postsecondary schools in Washington State, and WOIS computer users have access to national school information. WOIS collects the facts most people say they want before choosing a school.

WOIS also collects information that is not readily available, such as if the school is on a bus line or if day care is available. Using WOIS can save time because data is collected in a single book allowing the reader to compare schools.

FACTS ON EDUCATION AND TRAINING PROGRAMS

Knowing the amount and type of training preferred by employers may be valuable when selecting an education program. WOIS describes on-the-job training, military, and apprenticeship training, as well as postsecondary programs. Each description of a program tells readers about options or specialties and the types of jobs related to that program. At the end of each description is a list of every accredited school in Washington State that offers training in that field.

FACTS ON STEP-BY-STEP GUIDES TO CAREER CHOICES

Many locations using WOIS also have **CLUES**, a brief questionnaire that can help the undecided identify possible career directions. Since **CLUES** is an exploratory self-assessment, it allows the user to find if an occupation was eliminated from their occupational list, to change answers, or to take the questionnaire again to determine how different factors affect career choices. **CLUES** is available in English and Spanish.

For a list of places where you can use the WOIS system,
send a self-addressed, stamped envelope to:

WOIS—The Career Information System
1415 Harrison Avenue, N.W., Suite 201
Olympia, WA 98502

Telephone: (360) 754-8222
<http://www.wois.org>

Section I – Career Search

Assessing Interests & Abilities (cont.)

WOIS CODES AND OCCUPATIONS GROUPED BY CAREER AREAS

Agriculture & Natural Resources

2641 Agricultural Scientists
8672 Animal Caretakers
4328 Commercial Fishers
4166 Farm & Ranch Hands
4164 Farmers & Ranchers
3115 Farm Equipment Mechanics
4126 Fish & Wildlife Specialists
4124 Foresters
4128 Forestry Technicians
4144 Groundskeepers & Gardeners
4127 Hatchery Workers
4291 Irrigation Technicians
4142 Nursery Workers
3462 Pest Control Workers
4168 Seasonal Farm Laborers
2645 Soil Conservation Aides
4349 Wine Makers
6156 Yarding & Loading Occupations

Architecture & Construction

2464 Architects
4264 Bricklayers & Tile Setters
1153 Building Contractors
2671 Building Inspectors
3422 Building Maintenance Workers
4254 Carpenters
4246 Cement Masons
4286 Construction Laborers
1152 Construction Managers
5626 Electricians
4276 Floor & Carpet Layers
4248 Glaziers
3146 Heating-Cooling System
Mechanics
6151 Heavy Equipment Operators
4292 Insulation Workers
5479 Ironworkers
5624 Linepersons
4242 Painters & Paper Hangers
4244 Plasterers & Drywall Installers
4274 Plumbers & Pipefitters
4278 Roofers
5484 Sheet Metal Workers
5485 Shipfitters & Riggers
5944 Stationary Engineers
2472 Surveyor Helpers

Arts, Audio/Video Technology & Communications

9866 Actors & Actresses
7492 Advertising Workers
9824 Announcers
9834 Artists
5664 Broadcast Technicians
2174 Freelance Writers
4724 Graphic Designers
5982 Handcrafters
4725 Industrial Designers
4722 Interior Decorators
3184 Jewelers
1164 Marketing Managers
9867 Musicians
5934 Photofinishers
4734 Photographers
4765 Prepress Workers
4771 Press Operators
1195 Public Relations Workers
2173 Reporters
9868 Singers & Dancers
2144 Social Scientists
9855 Stage Technicians
4725 Technical Illustrators
2177 Technical Writers
3166 Telecommunications
Technicians
1454 Telephone Operators
9826 Video Production Workers

Business & Administration

1144 Business Executives
1146 Business Managers
1637 Collection Workers
1626 Cost Estimators
7421 Customer Service
Representatives
1438 Data Entry Operators
1461 Employment Interviewers
1418 General Office Clerks
1186 Human Resource Managers
1472 Human Resource Specialists
1462 Interviewing Clerks
3188 Locksmiths
1147 Management Analysts
1456 Messengers

1439 Office Machine Operators
1411 Office Managers
1452 Receptionists
2166 Researchers
1442 Secretaries
1142 Small Business Operators
4582 Word Processing Operators

Education & Training

1136 Education Administrators
8455 Elementary Teachers
8451 Kindergarten Teachers
8492 Librarians
1428 Library Assistants & Technicians
8412 Rehabilitation Counselors
8416 School Counselors
8414 School Psychologists
8456 Secondary Teachers
8459 Special Education Teachers
8453 Specialty Teachers
8465 Teacher Assistants
8454 University & College Teachers
8452 Vocational Teachers

Finance

1614 Accountants & Auditors
1644 Bank Tellers
1616 Bookkeepers
1619 Bookkeeping & Accounting
Clerks
1632 Claim Adjusters
1148 Financial Institution Managers
1615 Financial Planners
1612 Income Tax Advisors
7416 Insurance Agents
1636 Loan Officers
7415 Securities Salespeople
1635 Underwriters

Government & Public Administration

9475 Customs Inspectors
1139 Government Executives
7122 Mail Carriers
9422 Park Rangers & Naturalists
7123 Postal Clerks
1138 Public Administrators

Section I – Career Search

Assessing Interests & Abilities (cont.)

WOIS CODES AND OCCUPATIONS GROUPED BY CAREER AREAS (cont.)

4285 Road Maintenance Workers
2167 Urban & Regional Planners
5946 Wastewater Treatment
 Plant Operators

Health Science

8111 Acupuncturists
8157 Cardiovascular Technologists
8175 Chiropractic Technicians
8122 Chiropractors
8176 Dental Assistants
8152 Dental Hygienists
2655 Dental Laboratory Technicians
8142 Dentists
8136 Dietitians
8156 Electroneurodiagnostic
 Technologists
8168 Emergency Medical Technicians
8178 Health Aides
1134 Health Service Administrators
8155 Health Technicians
 & Technologists
8126 Health Therapists
8179 Home Health Aides
8164 Licensed Practical Nurses
8641 Massage Therapists
8186 Medical Assistants
8154 Medical Laboratory
 Technologists
1431 Medical Records Technicians
1446 Medical Secretaries
8169 Midwives
8123 Naturopathic Physicians
8163 Nurse Practitioners
8174 Nursing Assistants
8125 Occupational Therapists
2656 Opticians
8134 Optometrists
8124 Pharmacists
8181 Pharmacy Technicians
 & Assistants
8127 Physical Therapists
8121 Physician Assistants
8112 Physicians
8434 Psychologists
8153 Radiologic Technologists
8162 Registered Nurses

8165 Respiratory Therapists
8128 Speech-Language Pathologists
8182 Surgical Technologists
8183 Therapist Assistants
8132 Veterinarians
8131 Veterinary Technicians

Hospitality & Tourism

7852 Bartenders
7888 Buspenders
9841 Casino Workers
7824 Chefs
7825 Dinner Cooks
7848 Food Preparation &
 Service Workers
7826 Fry Cooks
1458 Hotel & Motel Desk Clerks
1132 Hotel & Motel Managers
1131 Restaurant Managers
3454 Room Cleaners
1425 Ticket Agents
8489 Tour Guides
1424 Travel Agents
7854 Waiters & Waitresses

Human Services

8158 Athletic Trainers
8418 Caseworkers
8449 Child Care Workers
8436 Clergy
3456 Domestic Service Workers
8642 Fitness Instructors
1197 Fund-Raising Administrators
8632 Funeral Directors & Embalmers
2184 Interpreters & Translators
3455 Janitors
8411 Mental Health Counselors
8422 Parole & Probation Officers
9878 Professional Athletes
8487 Recreation Attendants
8486 Recreation Leaders
8423 Residential Counselors
8446 Sign Language Interpreters
2164 Social Program Planners
8428 Social Service Aides
8424 Social Service Specialists

Information Technology Services

2356 Computer Operators
2354 Computer Programmers
3165 Computer Service Technicians
2364 Database Designers
 & Administrators
1172 Information Systems Managers
2358 Microcomputer Support
 Specialists
2362 Network Administrators
2353 Systems Analysts
2361 Web Specialists

Law & Public Safety

9419 Correctional Officers
9426 Fire Fighters
9414 Law Enforcement Officers
8432 Lawyers
1444 Legal Secretaries
8433 Paralegals
9476 Security Guards
1415 Shorthand Reporters
9477 Store Detectives

Manufacturing

4324 Bakers
4347 Beverage Workers
5488 Blacksmiths & Forge Shop
 Workers
5956 Boat Builders
5483 Boilermakers
4774 Bookbinders & Bindery Workers
4586 Cabinetmakers
4348 Cannery & Food Processing
 Workers
5686 Electronics Assemblers
1185 Expeditors
4442 Fashion Designers
5426 Foundry Production Workers
5472 Machine Tool Operators
5464 Machinists
4326 Meat Cutters
5422 Metalworking Pattern Makers
3142 Millwrights
5424 Molders
7126 Packers & Wrappers
5966 Production Assemblers

Section I – Career Search

Assessing Interests & Abilities (cont.)

WOIS CODES AND OCCUPATIONS GROUPED BY CAREER AREAS

5926 Production Painters & Finishers
1154 Production Superintendents
4574 Pulp & Paper Workers
2672 Quality Control Inspectors
5924 Rubber & Plastics Fabricators
4554 Sawmill & Plywood Laborers
4448 Sewing Machine Operators
4424 Textile Machine Operators
5462 Tool-and-Die Makers
5492 Welders
4582 Woodworking Machine
Operators

Retail/Wholesale Sales & Service

1133 Apartment House Managers
3169 Appliance Repairers
1634 Appraisers
7486 Automobile Parts Clerk
7418 Automobile Salespeople
3124 Automotive Service Technicians
8622 Barbers
7422 Business Services Salespeople
1184 Buyers & Purchasing Agents
1642 Cashiers
8624 Cosmetologists
7494 Display Workers
7444 Door-to-Door Salespeople
3189 Equipment Repairers
7425 Farm Sales & Service
Representatives
7413 Fashion Merchandisers
4146 Floral Designers
1641 Grocery Checkers
8129 Hearing Instrument Specialists
4464 Laundry & Drycleaning Workers
7496 Models
3164 Office Machine Repairers
5914 Petroleum Processing
Occupations
1135 Property Managers
3168 Radio & TV Service
Technicians
7417 Real Estate Agents
1148 Real Estate Secretaries
7484 Retail Sales Clerks
7434 Route Salespeople
1162 Sales Managers

7414 Sales Representatives
7454 Salespeople
4446 Seamstresses & Tailors
7118 Stock Clerks
7446 Telephone Solicitors
4494 Upholsterers
7114 Warehouse Workers

Scientific Research & Engineering

2412 Aerospace Engineers
2613 Aquatic Biologists
2612 Biological Scientists
2418 Chemical Engineers
2625 Chemists
2421 Civil Engineers
2423 Computer Engineers
2484 Drafters
2631 Earth Scientists
2146 Economists
2422 Electrical & Electronics
Engineers
5671 Electronics Technicians
2451 Engineering Technicians
2419 Environmental Engineers
2682 Environmental Health Specialists
2616 Forensic Scientists
2424 Industrial Engineers
3186 Instrument Repairers
2693 Laboratory Testers
2332 Mathematicians & Statisticians
2428 Mechanical Engineers
2429 Nuclear Engineers
5945 Nuclear Power Technicians
2627 Physicists & Astronomers
2683 Pollution Control Technicians
5918 Rubber & Chemical
Processing Occupations
2471 Surveyors

Transportation, Distribution & Logistics

6126 Air Traffic Controllers
5493 Aircraft Assemblers
3116 Aircraft Mechanics
3112 Automobile Mechanics
5486 Body & Fender Repairers
6142 Bus & Taxi Drivers

6182 Deck Hands
6132 Dispatchers
7856 Flight Attendants
6158 Forklift Operators
1426 Freight Forwarding Specialists
7112 Freight Handlers
6144 Local Truck Drivers
6145 Long Haul Truck Drivers
1639 Meter Readers
6188 Pilots & Flight Engineers
6174 Railroad Brake Operators
4288 Railroad Laborers
6164 Refuse & Recycling Collectors
6184 Ship Officers & Engineers
7116 Shipping & Receiving Clerks
3114 Truck & Heavy Equipment
Mechanics
5947 Well Drillers

Section I – Career Search

Thinking About Job Training After High School?

Do you want to know what really happens to the careers of people who attend job training programs beyond high school? Washington's new Job Training Results system has information about the employment of people receiving specific job training programs over the past several years.

This can be a valuable resource in considering job training options. You can find out about the employment and earnings of students after participating in job training programs. You can also get an idea what types of students have participated in programs — their gender, age, race, and previous education. A link to school websites is provided, and many schools list

specific information such as tuition rates, length of program, telephone numbers, etc. The system includes programs at all public community and technical colleges in Washington State and a growing number of private career schools. Currently this system has information on over 1,000 programs at dozens of schools.

Although this system is useful in learning about training options, its purpose is NOT to directly compare programs and schools. The quality of a training program and the effect it would have on your career cannot be judged using only the information provided in this system. The earlier preparation of the students attending a program, and the local job market conditions in which they seek work both affect the employment information in this system. Please keep this in mind when looking at the data presented in this system.

Job Training Results

<http://www.jobtrainingresults.org>

for information on :

Employment and Wages

includes the percent of students employed, hours worked, hourly wages, monthly earnings, and the industry in which they work.

Student Characteristics

includes information about a program's students, their gender, education before they entered the training program, race, and age.

Additional Program Information

Many schools have information available about enrollment dates, costs, phone numbers, etc.

Section I – Career Search

Nontraditional Employment

WHAT IS A NONTRADITIONAL JOB?

“Nontraditional” occupations are occupations in which less than 25 percent of the workers in the occupation are members of one gender. Nontraditional jobs exist for both men and women.

NONTRADITIONAL ROLES ENCOURAGED IN VOCATIONAL EDUCATION

Overcoming gender bias and gender-role stereotyping is fundamental to expanding nontraditional training and employment options. Nontraditional students learn skills needed for good-paying jobs, and male and female students must receive the same kind of educational support.

Enrollment in nontraditional programs in Washington State is increasing. Many nontraditional students in post-secondary institutions are going to school part-time to upgrade skills, change jobs, or get training for new jobs.

Women comprised about 46 percent of the labor force in the year 2000. Currently, 16 percent of the state's registered apprentices are females—the national average for females is a little over 8.1 percent. Women apprentice as carpenters, electricians, machinists, sheet metal workers, and over 40 other programs in technical and community colleges.

The ratio of women's 2000 median weekly earnings to men's was 76 percent. Even in traditionally female occupations where women outnumber men, women still earn less.

Likewise, men are enrolling in traditionally female programs, such as health occupations. As offices are adding high technology equipment, more men are enrolling in business office courses. An increasing number of men are enrolling in child development education classes so they can participate effectively in the dual role of parent/wage earner.

Washington State is proud of educators' efforts to eliminate gender stereotyping. Equal access has been provided to all vocational programs, regardless of gender. Federal law mandates continued efforts for equity in vocational training.

For more information on nontraditional apprenticeship opportunities, contact Local Apprenticeship Coordinators listed on page 102.

Nontraditional Jobs for Females

Agriculture, Production, Mechanical, Supply, and Service	Chemical Occupations and Technology
Construction, Carpentry, and Inspection	Piloting and Navigation
Engineering	Firefighting, Fishing, and Logging
Architectural and Architectural Technicians	Natural Sciences
Surveying and Mapping Technology	Law Enforcement and Security
Geological Sciences and Physical Sciences	Metal- and Plastic-working Occupations
Drafting	Machine Operations
Electronic Occupations and Technology	Production Work
	Automotive, Mechanical and Technology
	Maritime Occupations

Nontraditional Jobs for Males

Nursing and Occupational Therapy	Sales
Teaching, Pre-kindergartner, Elementary and Special Education	Administrative and Office Support
Library Occupations	Childcare and Core Service Occupations
Health and Dental Technology and Assistance	Textile Occupations
Legal Support Occupations	Hair and Personal Service Occupations
	Social Service Occupations
	Home Furnishings

Section I – Career Search

Displaced Homemakers & Dislocated Workers

Those who have spent a substantial number of years as unsalaried homemakers or have been employed in an occupation that no longer exists must get training to get a job.

Most community and technical colleges offer programs and services for displaced homemakers and dislocated workers. These programs offer advising, counseling, and information on educational and training opportunities, career choice, personal and academic support, and study skills.

Vocational education has a major role in helping displaced homemakers and dislocated workers learn job skills, job-search skills, and how to locate gainful employment. Transferring skills from housework to paid work or from a previously held job to a new career choice is part of the focus. Vocational training is available in hundreds of occupations from community and technical colleges and many private schools and training programs. Some programs take only a few weeks and others take as long as two years. *All lead to jobs.* The key is to match skills from previous work to new skills and new job possibilities. For more information, contact your local community or technical college.

Match Your Homemaking Skills to Job Possibilities					
Hands-on Activities/Skills		Management Activities/Skills		Interpersonal Activities/Skills	
HOMEMAKING Skills	JOB Possibilities	HOMEMAKING Skills	JOB Possibilities	HOMEMAKING Skills	JOB Possibilities
<i>Cooking</i>	Chef, caterer	<i>Planning menus</i>	Dietician, caretaker	<i>Writing personal letters, prepping newsletters for organizations</i>	Writer, editor, freelance editing for industry or in-house publications
<i>Driving</i>	Route delivery driver, bus or taxi driver, school or handicapped transportation service	<i>Purchasing goods and services</i>	Office manager, stock supervisor, buyer	<i>Teaching children to read, make things, play games</i>	Teacher, child care worker, family day care in own home
<i>Decorating</i>	Interior designer, party decorating service	<i>Fund raising, organizing benefits and drives</i>	Development officer, professional fund raiser	<i>Handling family problems</i>	Counselor, crisis intervention, expeditor, private counselor, psychologist
<i>Sewing</i>	Retail fashion sales worker, custom dress shop	<i>Household budgeting</i>	Accountant, bookkeeper, bookkeeping service	<i>Telephone campaigning for political/charitable causes</i>	Sales representative, consumer collection business, research surveyor
<i>Indoor & outdoor gardening</i>	Landscaper, greenhouse supplier, nursery grower	<i>Scheduling family appointments</i>	Receptionist, dispatcher, conference or travel entertainment service		
<i>Caring for sick family members</i>	Home health aide, health occupation worker, adult day care worker, geriatric service				
<i>Typing/ computers</i>	Secretary, free-lance typist				
<i>Operating household equipment or using repair tools</i>	Electrician, maintenance handy person				

Section I – Career Search

Career Information on the Internet

If you have access to the Internet, you may want to explore the web sites listed below for more information about careers and occupations. Many of these sites provide assistance in developing a resume, completing a job application, and interviewing techniques. Some enable you to look for employment or to post your resume with prospective employers.

Washington State provides an employment site and an education site that could be helpful.

ACCESS WASHINGTON'S LIST OF RESOURCES **WWW.ACCESS.WA.GOV**

Select Employment

- Teen Workers
- Washington State Labor Council
- Washington WorkFirst
- WILMA
- Looking for a job?
- Looking for a state job?
- Vocational Rehabilitation
- WorkSource
- Employment and Labor Resources Index

Or Select Education

- K-20 Telecommunications Network
- State Board of Education
- Superintendent of Public Instruction
- State Board for Community and Technical Colleges
- Four-Year Colleges and Universities
- K-12 Index
- Education Resources

Or use the following words to search the Internet.

☞ Employment ☞ Occupations ☞ Education ☞ Jobs
☞ Training ☞ Careers ☞ Labor Market Information

Occupational Researcher's Computer Assistant

is designed to help Washington residents make rewarding career decisions. **ORCA** uses the occupational information in the O*NET database developed by the U.S. Department of Labor, Employment and Training Administration. Through an easy to use computer system, you will be able to access and research occupations based on work values, compare and match occupations based on seven different categories, and look up labor market information. For ordering information, please call 360-438-4803.

WILMA's Jobseeker/Inquiry CD-ROM (Washington's Interactive Labor Market Access)

This CD-ROM brings together current and historical information for career and program planning, economic analysis, and job search activities in an easy to use format. It contains information about occupational employment including wages, projections, and descriptions. It also contains industry employment, labor force and population estimates, and an employer database to assist in identifying job search contacts. The system uses a graphical interface to access, display, and extract information and provides mapping and graphing capabilities for easy visualization. For ordering information, please call (360) 438-3251.

Labor Market Information

This resource provides 24-hour access to a broad variety of information. It includes information about current jobseeker activities, short-term employment estimates, local wage rates, and employment projections. Go to:

<http://www.wa.gov/esd/lmea>

U.S Military Entrance Processing Command

Each year the Armed Services Vocational Aptitude Battery (ASVAB) Career Exploration program is provided to hundreds of thousands of students nationally in nearly 14,000 high schools. The program is designed to assist students in identifying occupations that best match a variety of interests, abilities, and personal preferences.

The program consists of four components:

1. **ASVAB**, a multiaptitude battery of academic and occupational tests. The results enable students to understand how they compare to a nationally representative group of individuals in aptitudes important to their future training and job performance.
2. **The Interest Finder**, an interest inventory designed to help students determine their dominant interest areas.
3. **Personal Preference Exercises** assist students in determining their education/training intentions and work values.
4. **Occu-Find Booklet**, an exercise that helps students link their aptitudes, interests, and personal preferences to the characteristics of over 200 occupations.

The Department of Defense provides this exceptional program at no cost or obligation. The program is also used by the military to assist them in identifying qualified applicants for the Armed Services. Qualifying individuals' scores remain valid for two years in the event they wish to take advantage of education/job training opportunities offered by the military. Go to:

www.mapcom.army.mil